Choose one word to complete each gap

| on | get | within | behind | of |
|---|---|---|---|---|
| track | ahead | meeting | back | allocate |
| budget | delegated | resources | task | up |
| catch | schedule | updates | deadlines | |

1. It doesn't matter if your partner has not worked on his part; yet you just need to get

   _____ with your _____. The manager will check the other's work.

2. We'll have some days off before the inauguration. Everyone worked perfectly and we will

   complete this _____ _____ schedule.

3. A: I'm glad you're finally back! There was a lot of progress on the new project.

   B: Yes we need to _____ _____ on all the work done here.

   A: I send you some emails so that you could _____ _____.

   B: I saw them but I didn't have time to read them. But now I'm all ears.

4. It's not necessary to ask for a loan, it seems we will be able to stay _____

   _____.

5. The problem was that the previous supervisor didn't _____ _____

   in a proper way, some areas have more workers than needed and some others ran out of

   money almost after the project started.

6. We need to hire more personnel to finish on time, we are falling _____

   _____.

7. After all the problems that we had with the UNION, our employees finally returned to their

   activities and now we are _____ on _____.

8. I don't like the way all the tasks were _____. I don't have any experience with

   budgets, Martha from finance should have been given that task!

9. If you want the project to be on time, Tim is the ideal project manager. He is famous for

   _____ _____ when it comes to large projects. He has good time

   management skills.